**CNS IT - Department Purchasing Workflow**

**Consultation/Order**
- **Start**
  - **Purchasing agent wants to assume responsibility for ensuring system meets the need and security requirements. Please note that policy states IT must be included (IRUSP 19.6).**
  - **User knows all the detail to process order**
    - **Yes**
      - Send user the Hardware Spec Determination Wiki Link
        - User makes needed changes to their original request
          - Process Order
    - **No**
      - Request user fill out a deployment survey. Ask them to note your name when filling it out so we can reach out to you when the consultation is complete. If this is for a new employee a deployment survey is not needed since it asks the same questions.

**CNS/User Preparation**
- **Wait for order to arrive**
  - **Send the user the computer setup wiki link and the deployment survey (if not previously filled out)**
    - **The deployment tech works with user to start preparing for the deployment. This will ensure when we receive the computer the deployment will go as efficiently as possible (ex: locate licenses, prepare to transfer data or start moving files to box, gather server/printer information)**
  - **CNS IT responsibility if looped in for consultation (purchasing agent assumes all responsibility if CNS IT is not looped in):**
    1. Ensure device meets minimum security requirements
    2. Ask user relevant questions relating to their job and how it relates to the IT need to provide a system that will function for the next 5 years
    3. Do an assessment of the existing setup to identify software that may require purchasing a new license
    4. If it is an instrument controller, ensure that the quoted system includes all needed hardware to communicate with the instrument

**Receiving/Tagging**
- **Computer shows up**
  - **If the computer is over $500, work with your inventory contact to tag the computer (or complete this task if you wear that hat)**
  - **Fill out a pickup request which will trigger a computer pickup**
    - **Reach out to pickup computer (signature will be required)**
    - **Remove purchasing agent from ticket and add the user (or create a new ticket)**
    - **Image computer and reach out to the user**
  - **Finish**